



Curriculum Vitae (CV) Writing

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- The views expressed in this work are those of the authors and do not reflect the official policy or position of the Department of the Army, Navy, Air Force, Department of Defense, or the United States Government.
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How is a CV different than a resume?

- Curriculum Vitae is Latin for “the course of life”
- A CV provides more detail than a resume and can be tailored to a particular audience
- Where a resume is just a summary of your work experience, a CV gives more detail about your skills & how you practice your job
- Length- Resume’s usually limited to 1-2 pages. CV’s should be concise and relevant to the audience or purpose of your CV. As long as you say what you need to, there is no specific length.

Purpose of a CV

- Ongoing record of your education, accomplishments, skills, & work experience
- Introduces you and supports your work and career progression
- To reflect your strengths and career goals (always consider your audience)

Organizing your CV

- Categories to include (order to reflect your goals)
 - **Contact information (careful with personal info-Use work if you can)**
 - **Qualifications/Profile/Objectives (may want if preparing for a particular job)**
 - **Certifications and proficiencies/competencies**
 - **Clinical/Professional Experience (reverse chronological order)**
 - **Academic and Professional Preparation**
 - **Professional Credentials**
 - Awards
 - Professional and community service
 - Later in career-publications, dissertation, presentations, academic memberships

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QUALIFICATIONS PROFILE

Dedicated and patient-focused **Registered Nurse** with proven strengths in medical-surgical nursing, ambulatory patient care, and staff development. |

- Exceptional capacity to multi-task: manage numerous, often competing priorities with ease and foster the provision of superior patient care.
- Widely recognized as an excellent care provider and patient advocate.
- Demonstrated ability to forge, lead, and motivate outstanding healthcare teams that provide top-quality patient care.
- Outstanding interpersonal and communication skills; widely sought out for knowledgeable advice on patient related and administrative matters.

Certifications and Proficiencies

Certifications: Advanced Cardiac Life Support (ACLS); Basic Life Support (BLS)

Proficiencies: Med/Surg; IV Conscious Sedation; Patient/family education; Training and in-services; AHLTA/CHCS (electronic medical record) documentation

PROFESSIONAL EXPERIENCE

NAVAL HEALTH CLINIC NEW ENGLAND, NEWPORT, RI

Division Officer/Staff Nurse, Orthopedic Clinic

June 2008-Present

Manage operation of orthopedic clinical services including maintaining access to care, reviewing new consults, supervising orthopedic technicians, and patient education on diagnosis, procedures and post-procedure care.

- Act as monitor in conscious sedation procedures, administering sedative medications while continuously observing and documenting patient status.

Staff Nurse, Primary Care Clinic

July 2006-May 2008

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Staff Nurse, Primary Care Clinic

July 2006-May 2008

Served as Nurse team leader responsible for providing education, tele-health and ambulatory care for patients with a variety of needs in a family practice clinic setting. Promote health and support patients and families in coping with illness.

- Exhibit motivation and dedication by providing the highest quality of care to each patient.

EXPEDITIONARY MEDICAL FACILITY, CAMP ARIFJAN, KUWAIT

Staff Nurse, Troop Medical Clinic

January 2007-August 2007

While deployed in support of Operation Iraqi Freedom/Operation Enduring Freedom, provided care for patients with a variety of needs in an ambulatory care setting with a focus on health promotion and patient education related to tobacco cessation, injury prevention, diabetes mellitus, cholesterol education, women's health, and treatment of latent tuberculosis.

- Served as Infection Control Officer implementing and maintaining infection control standards.
- Provided RN/ACLS coverage for 20 anthrax immunization exercises, screening, educating, and administering injections, resulting in distribution of over 700 vaccines.

NATIONAL NAVAL MEDICAL CENTER, BETHESDA, MD

Staff Nurse/Case Manager, Orthopedic Surgery Clinic

March 2005-June 2006

Managed all aspects of patient care for the orthopedic hand surgery team that averaged 500 patients per month including patient scheduling, pre-operative teaching, and coordinating post-operative clinical services.

- In addition to this assumed role of surgery scheduler, scheduling OR cases for 12 surgeons.
- Repeatedly commended by patients and supervisors for quality of care.

Staff Nurse, 5 East Inpatient Surgical Ward

June 2002- March 2005

Delivered quality patient care to all disciplines of post-surgical patients.

- Accurately assessed and documented patient physical findings. Safely and accurately initiated and monitored patients receiving intravenous drips, medications, and blood products.
- Provided patients and their families with education regarding post-surgical care including wound care, ostomy care, drain care, and medication instructions.
- Willingly and diligently served as preceptor and mentored new nurses reporting for duty.
- Served as charge nurse throughout numerous shifts showing outstanding managerial ability and personal initiative.

USNS COMFORT, TAH-20, BALTIMORE, MD

Registered Nurse, Causality Receiving Unit

September-October 2005

Provided care to patients as part of Joint Task Force (JTF) Katrina in hurricane devastated Southern Mississippi and Louisiana.

- Cared for 200 ambulatory patients per day. Stabilized acute patients such as patients suffering from chest pain and patients involved in motor vehicle accidents and sent them on for more definitive treatment as needed.
- Received shipboard training including life raft training and transfer of patients if evacuation was necessary.

EDUCATIONAL BACKGROUND

Bachelor of Science in Nursing, BSN (2002)

VILLANOVA UNIVERSITY, VILLANOVA, PA

Licensure

Registered Nurse (RN), State of Pennsylvania

Clinical Practice

- Licensing, certifications
- Clinical sites, type of practice, patients served
- Special skills or significant CNE
- Leadership role/accomplishment/relevant collateral duties
 - Include dates when involved in these

Formatting

- Consistent font
- Can use tables to organize
- If preparing a CV for a specific reason-check to see if there is an expected format
- Use spellcheck!
- Have someone else proofread
- Avoid abbreviations and acronyms
- List professional (NOT personal) contact information only
- Do not label “Curriculum Vitae” at the top
- Use reverse chronological order throughout
- Print a nice, clean copy each time

What not to do

- Only list work that you have done. Not things that you plan to do
- Don't put personal information (no marital status, health status, hobbies, DOB, SSN)
- Names of references not needed

Keeping your CV up to date

- When you complete a significant project
- Change jobs
- Are promoted
- With each Fit Rep

Example

- Shared Documents



Jane A. Doe, BSN, RN

PROFESSIONAL BACKGROUND

Naval Medical Center San Diego (NMCSD)
Staff Nurse, Medical-Surgical/Cardiac Care Unit
(January 2012-Present)

San Diego, CA

24 bed Cardiac, Cardiothoracic, Vascular, ENT, OMFS, Telemetry Unit

- Provide inpatient care for up to 6 patients. Care includes admission, discharge, education, medication administration, monitoring, assisting with ADLs, communicate as the patient liaison with patient/family/doctor/ancillary service to ensure appropriate patient care.
- Train new HMs from Basic HM to Advance, to include, full assessments, passing of medications, to enable them to provide full patient care under supervision.
- **Charge nurse role**
- Make assessment of unit needs and available resources based on: patient status, census, staffs clinical competency. Assist staff in direct patient care and in RRTs and codes.
- Utilized administrative/clinical knowledge and leadership to lead 4-5 Registered Nurses, 5-7 Hospital Corpsmen and 3 ancillary staff members per shift, ensuring the highest standards of patient care and safety while enhancing the working environment for all staff members.
- Communicate with the NOD on ward status to aid in coordination of appropriate patient care by assigning staff, attending bed huddle, having accurate census and acuity of ward.
- Direct Observation Unit (DOU) RN- close observation of high risk post cardiac catheterization patients, including, telemetry and ~~ekg~~ interpretation, labs, groin site and distal pulse checks, managing homeostasis.

NATO Role 3, Multinational Medical Unit
Staff Nurse-Intermediate Care Ward
(February-August 2013)

Kandahar, Afghanistan

- Provide care on 28-bed Intermediate Care Unit for patients with complex combat-related injuries to include orthopedic, neurologic, and vascular deficiencies while performing routine nursing procedures and treatments according to established policy and protocols.

EDUCATIONAL BACKGROUND

University of Somewhere, Philadelphia, PA
Bachelor of Science in Nursing-Summa Cum Laude
(August 2007-December 2011)

LICENSURE

Registered Nurse-Pennsylvania

CERTIFICATIONS

Advanced Cardiac Life Support (ACLS) Provider
Trauma Nursing Care Course (TNCC)

EDUCATION:

University of Somewhere, Anywhere, USA
Bachelor of Nursing Science; Graduated Magna Cum Laude in May 2010
Cumulative GPA 3.6/4.0, Nominated to the Dean's List each academic semester

AWARDS/FELLOWSHIPS:

Ann M.J. Reed Memorial Scholarship, University of Somewhere, 2008
-Awarded for leadership in the Nursing profession.

Brackenridge Research Fellowship, University of Somewhere Honors College, 2008
-Selected for a competitive undergraduate research position with faculty from the University Honors College. Directed an IRB-approved independent research study involving interviews with Malawian community-based organization volunteers from May-August 2009.

WORK EXPERIENCE:

Ensign, Nurse Corps, United States Navy, August 2011-Present
Serving first tour as Staff Nurse in Naval Medical Center San Diego's Intensive Care Unit
-Completed Officer Development School in Newport, RI. Elected to serve as ODS class's Director of Physical Training or PT Body.
-Chosen through selective interview process and rigorous orientation to be ICU nurse and become worldwide assignable/deployable in first year.

That Hospital, Registered Nurse, Transplant Surgery Unit B5, Sept 2010-Aug 2011
-Provided nursing care to pre- and post-operative liver and kidney transplant donors and recipients.

Camp for Boys, Registered Nurse, Camp Health Center, June 2011-Aug 2011
-Provided health care to 500+ campers aged 5-18 years at sleep away boys' summer camp.

University of The Medical Center, Nursing Assistant on Neurosurgery Unit 8G, March 2009-May 2011
-Assisted nursing staff with patient care and education of neurosurgery patients.

University of Somewhere, Office of Admission and Financial Aid, Tour Guide Sep 2008-April 2011
-Led tours of nursing school and information sessions for prospective students.

CERTIFICATIONS:

ACLS and TNCC Instructor, Naval Medical Center San Diego, Dec 2012-Present
-Selected by Training Site Faculty for excellent class performance to complete instructor-training programs.
-Teach minimum of 4 Adult Cardiopulmonary Life Support and 1 Trauma Nursing Core Course per fiscal year to other nurses and corpsmen to support mission readiness and education.

COLLATERAL DUTIES:

Critical Care Department Journal Club Coordinator, Naval Medical Center San Diego, Feb 2012-Present
-Selected by Division Officer to complete Evidence-Based Practice course and lead quarterly department meetings that cover the latest research articles in Critical Care nursing.

EXTRACURRICULAR EXPERIENCE:

Student Leaders in International Medicine, University of Somewhere
Club President Dec. 2007-Dec. 2009
-Organized weekly meetings to discuss public health topics and annual 5k road race club fund raiser.

Project Malawi, Lilongwe, Malawi, **Participant**, May 2008; **Student Group Leader**, May 2009
-Participated in two University-sponsored volunteer trips at rural HIV/AIDS treatment centers in southern Africa.

Phi Sigma Pi National Honors Fraternity, University of Somewhere, Member Sept 2008-April 2010
-Elected to serve as Community Service Chair from December 2009 - April 2010.

Alejandro Magno Children's Home, Cocha, Bolivia, Volunteer Sept. 2005-March 2006
-Took a 'gap year' away from school and tutored school-age children through Bolivian social services for needy families.

Questions?



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